

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE OF MANAGER

- A. Form 997.
- B. Birth Certificate of New Manager.
- C. Vote of the Board of directors authorizing the change, ALL managers must be a United States Citizen and at least 21 Years of Age.
- D. Tax Affidavit, ALL State and Local Taxes MUST be paid.
- E. Form A. If a corporation, the manager must complete the form. If a partnership, each partner must complete form. If an individual, the individual must complete the form.
- F. A Criminal Record Check on the New Manager. (New Manager MUST Complete the CORI Form and bring the Form to this office A.S.A.P. with a government issued photographic identification, this office will obtain Record if any).
- G. Application MUST be filed in Duplicate.
- H. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- I. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.